

City of Woodbranch Village
Employment Opportunity Job Description
At-Will Employer

Job Description	Patrol Officer 1 Fulltime Position
Pay:	Depending on Qualifications
	Salaried/ Overtime Non-Exempt
Title of Immediate Supervisor:	Chief of Police

General Description:

This is a newly reformed department and looking for mature 1 (One) Fulltime Police Officer who can work with limited supervision.

This is a small city that is growing with new housing. You must be able to handle working in all weather conditions. You will be patrolling the city which includes about a mile of I-69/US 59 and will enforce all laws to include city ordinances and traffic infractions. The Chief of Police is looking for the kind of police officer who can look back on their law enforcement career and be proud of the time spent serving this community.

Education and Basic Requirements: A Patrol Officer applicant must meet the following minimum requirements;

- Be a citizen of the United States.
- Be 21 years of age.
- Be licensed by and meet all Texas Commission on Law Enforcement (TCOLE) and local ordinance requirements. (must have the ability to pass a basic firearms course and/or be currently qualified)
- Have a high school diploma or its equivalent.
- Satisfactory results of a background and employment screening check consisting of no convictions of a criminal offense above a Class C misdemeanor.
- Pass a physical exam, psychological evaluation, and drug screening. (If L-2 and/or L-3 is required it will be at applicants expense)
- Have and maintain a clear and valid Texas Class C or higher driver's license and an acceptable driving record.
- Must have received an honorable discharge from Military Service.

Qualifications:

- Possess Texas Commission on Law Enforcement (TCOLE) Officer Certification.
- Applicant must have one year full time patrol experience with a municipal or county agency. This year requirement may be waived depending on the applicant's maturity level and other factors.
- Must be able to work shift work consisting of weekends and holidays.
- Preference will be given to applicants possessing Field Training Officer Certification.

Other Requirements: A Patrol Officer must have significant knowledge, skills and abilities in and be able to;

- Use good judgment in situations ranging from simple to highly complex.
- Know and enforce laws, applicable regulations and ordinances within the jurisdiction of the City.
- Maintain a professional demeanor and comply with City and Department policies and procedures.
- Ability to speak, read and understand the English language and possess effective oral, written and presentation skills.
- Consistently demonstrate maturity, honesty and integrity.
- Ability to analyze situations effectively, and react quickly, calmly and appropriately.
- Regular reliable attendance is required; and attend meetings and work outside of normal patrol hours when necessary.
- Establish and maintain effective, cooperative working relationships with City employees, officials and representatives from other local, state and federal agencies.
- Significant working knowledge of department's coverage area and surrounding areas.

Physical and Environmental Conditions: In order to successfully achieve the goals of the City, a Patrol Officer must meet the physical and mental requirements with or without reasonable accommodation.

Indoor and outdoor work. Level of physical activity is moderate to heavy, dealing with uncooperative and combative individuals, and assisting occupants in vehicle accidents. Other hazards include possible exposure to diseases, rabid or vicious animals, bomb threats, dangerous machinery, electrical lines, hostile situations, speeding motorists, various driving conditions and violent individuals endangering life; inconvenience factors such as emergency calls, extra hours, and irregular hours. Ability to bend, stoop, walk, run, crouch, crawl, sit and stand. Ability to drive a vehicle to and from various sites. Employee will be exposed to seasonal temperatures and adverse weather while performing duties and may be exposed to mechanical and chemical hazards. Ability to lift materials weighing up to 30 pounds frequently and 50 pounds occasionally. Ability to walk over sloped & uneven terrain. Work could involve getting dirty and wet. Employee will be exposed to dirt, dust, noises, fumes, poor light and odors.

Essential Job Duties: A Patrol Officer must be able to perform the following essential job duties with or without reasonable accommodation;

- Preserves the peace of the community through mediation, investigation, intervention, assistance, documentation, and arrest; utilizes all lawful means to improve the quality of life by reducing the fear and incidence of crime, recognizing and resolving problems, and meeting the public safety needs of the citizens of the City of Woodbranch Village.
- Patrols the City to respond to citizens' requests for assistance, enforce traffic regulations, detect crime, apprehend violators, and assure public safety.
- Patrols and provides security for assigned areas, looking for unusual or suspicious activities or persons; responds to emergency and non-emergency calls for service; interrogates and communicates with victims, witnesses and suspects in cases; provides scene security and protection for Fire Medical personnel.
- Enforces local, state and Federal laws, and enforces compliance with local regulations and ordinances, according to Department policies, procedures and regulations.
- Investigates crimes and accidents; secures and processes crime and accident scenes, and identifies and collects evidence within scope of authority.
- Arrests law violators; transports and processes suspects, victims and prisoners.
- Completes detailed reports and required paperwork.
- Maintains vehicle and equipment according to Department standards.
- Represents the City Police Department at court hearings; prepares reports and testifies in court cases.
- Assists and coordinates with other emergency services personnel, outside organizations and businesses, and Federal, state and local law enforcement organizations.
- Presents education and information programs for community and school awareness projects; teaches and counsels residents on law enforcement activities and referral resources.
- Maintains the integrity, professionalism, values and goals of the Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Performs other duties as assigned or required.

